



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT of PERSONNEL & ADMINISTRATIVE REFORMS**  
**(COMMON CADRE WING)**  
**STATE SECRETARIAT, NABANNA, 7<sup>th</sup> Floor,**  
**325, Sarat Chatterjee Road, Howrah-711102.**

No. 328-PAR(CCW)/Estt.  
3P-03/2024

Date: 15.12.2025

**ORDER**

The following 2 (two) Lower Division Assistants, borne in the Secretariat Common Cadre of Lower Division Assistants and now posted as such in the Departments/Offices mentioned against their names in column (2), are hereby appointed on promotion to officiate in the post of Upper Division Assistants under the pay structure of W.B.S. (ROPA) Rules, 2019 in the Level-9 (Rs 28,900/- – Rs 74,500/-), plus allowances as admissible from time to time under the orders of the Government, in the Departments as mentioned against their names in column (4) with effect from the date noted in column (3), in the interest of public service, until further order(s):

Sl. No.	Names and Departments/Offices of the Lower Division Assistants	Date of Effect	Departments/Offices where services are placed
(1)	(2)	(3)	(4)
1.	Shri Surajit Kumar Saha, Finance	04.09.2025	Tribal Development
2.	Shri Kashinath Mondal (SC), Water Resources Investigation and Development	04.09.2025	Water Resources Investigation and Development

Their seniority in the Secretariat Common Cadre of Upper Division Assistants will be fixed as per extant rule(s).

Sd/  
OSD & EO Assistant Secretary to the  
Government of West Bengal

No.: 328/1(10)-PAR(CCW)/Estt.

Date: 15.12.2025.

Copy forwarded for information and necessary/appropriate action/record to:

1. The Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata-700087.
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata-700087.
4. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, SUBHANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, Block – DF, Sector-I, Bidhannagar, Kolkata-700064.
5. The Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department. (He is requested to release the employee(s) concerned within 10 working days from the date of issuance of this order.)
6. The Joint/Deputy/Assistant Secretary, \_\_\_\_\_ Department. (He is requested to send the joining report or to inform this Department if the employee(s) concerned does not joint within the stipulated time.)
7. The Drawing and Disbursing Officer, \_\_\_\_\_ Department; with request to issue L.P.C. in respect of the employee(s) concerned.
8. Shri \_\_\_\_\_, LDA, \_\_\_\_\_ Department. He is directed to join his/her new assignment within 10 (ten) working days positively from the date of issuance of this order.
9. Promotion & Gradation list cell of this Department.
10. Guard File.

  
OSD & EO Assistant Secretary to the  
Government of West Bengal